

# **City of Manchester New Hampshire**



## **Housing Commission Bylaws**

Adopted on March 9, 2022

## **Section I: Purpose and Authority**

- A. The Housing Commission of Manchester, New Hampshire, shall have such rights, powers, and duties as are conferred or imposed upon it by the Board of Mayor and Alderman as specified at Section 32.130 – 32.134 of the City of Manchester Code of Ordinances.
- B. The purpose of the Housing Commission is to recognize, promote, enhance, encourage, and develop a balanced and diverse supply of housing to meet the economic, social, and physical needs of the City of Manchester and its residents.

## **Section II: Composition; Terms Members**

Consistent with RSA 673:4-c and Section 32:132 of the Ordinances of the City of Manchester:

- A. The Manchester Housing Commission, addressed hereafter as “Commission,” shall consist of five full-time members and two alternate members appointed by the Mayor and approved by the Board of Mayor and Aldermen. Find the full language for Commission composition and terms in Section 32.132 in the City of Manchester Code of Ordinances.
- B. Each Commission member shall be a resident of the City of Manchester
- C. All Commission members shall be appointed for three-year terms.
- D. A vacancy occurring by other than term expiration shall be filled for the unexpired term in the same manner as an original appointment.
- E. Members are requested to attend all regular meetings. Notification of absence should be submitted to the Chair in advance. Pursuant to Section 3.14 of the City of Manchester Charter, if any member of the Commission fails to attend one third of the regularly scheduled meetings during a calendar year or misses four consecutive meetings without notification or cause, the record of attendance shall be reported to the Mayor and Aldermen who, upon a finding of no reasonable explanation for such absences, shall declare the office vacant. Any member reported to the Mayor and Aldermen shall be notified of the report and shall be entitled to a public hearing before the Mayor and Aldermen, if requested.

## **Section III: Officers and their Duties**

- A. Officers shall be made up of full-time and alternate members of the Commission, elected annually, January of each year, by a majority vote of the Commission.
- B. The Commission Officers and their duties shall be:
  - 1. **Chair:** The Chair shall preside over all meetings and hearings in general accordance with Roberts Rules of Order. The Chair, if a regular member of the Commission, may make motions and vote on all questions. The Chair will appoint another member to temporarily Chair the meeting in the event of a planned absence.
  - 2. **Clerk:** The Clerk shall be responsible for the maintenance of the Commission minutes and records. The Commission shall review the minutes for accuracy. The Clerk, with the

assistance of the City staff when available, will post legal meeting notices, schedule appropriate meeting space, and perform other duties customary to the office.

3. **Treasurer:** The Treasurer is elected when the Housing Commission Fund becomes necessary. The Treasurer shall be responsible for recording all gifts acquired, owned and dispensed by the Commission. This shall include all funds budgeted to the Commission by the City, funds raised by the Commission, and property acquired by the Commission in the name of the City. The Treasurer shall also record the purposes for which all property is acquired and dispensed. (Section 31.134, Ordinances)

C. Officer vacancies shall be filled at the next regular meeting by regular election procedure.

#### **Section IV: Alternate Members**

A. When a full-time member of the Commission is absent or recuses themselves on a matter before the Commission, the Chair shall designate an alternate member to vote in their place. The alternate shall then have all the privileges accorded a full-time member until the Commission has completed its consideration for which an alternate was designated, until the full-time member joins or rejoins the Commission or until the meeting is adjourned. The minutes shall note when an alternate has been designated.

B. Alternate members shall at all times be able to participate in general discussions of the Commission.

#### **Section V. Duties of the Commission**

- A. Conduct a housing needs assessment, which may be done in cooperation with the regional housing needs assessment compiled by the regional planning commission. (RSA 36-47, II)
- B. Conduct activities to recognize, promote, enhance, and encourage the development of housing, particularly affordable and workforce housing.
- C. Assist the planning board, as requested, in the development and review of those sections of the master plan which address housing, and those sections of the zoning ordinance, subdivision regulations, and site plan regulations that address housing or otherwise have the potential to affect the cost or availability of housing.
- D. Advise, upon request, local agencies and other local boards in their review of requests on matters affecting or potentially affecting housing resources.
- E. Coordinate activities with appropriate service organizations and nonprofit groups.
- F. Publicize and report its activities.
- G. Hire consultants and contractors in accordance with City of Manchester ordinances and regulations.
- H. Subject to the approval of the Board of Mayor and Aldermen, receive gifts of money and

property, both real and personal, in the name of the City, to assist in carrying out the purpose of the duties of the Commission.

- I. Hold meetings and hearings necessary to carry out Commission duties.
- J. File an annual report with the Board of Mayor and Aldermen to be included in the annual city report.

## **Section VI: Meetings**

- A. The Commission will hold regular meetings at the call of the Chair.
- B. All meetings, including non-public sessions, shall be held in accordance with RSA 91-A.
- C. A quorum for all regular Commission meetings consists of three regular members which may include Alternates sitting in place of an absent regular member. Whenever a quorum is not present at any meeting, the meeting will be considered adjourned and will be rescheduled to such other time and place as the Chair may deem appropriate.
- D. A motion duly seconded shall be carried by an affirmative vote of a majority of the members present.
- E. Special meetings may be called by the Chair, or in their absence, at the request of three Commission members. Public notice and notice to each member shall be given at least 24 hours prior to such meeting, excluding Sundays and legal holidays. The notice shall specify the meeting's purpose.
- F. The Commission shall conduct a site visit when, in the Commission's discretion, it is warranted to gather relevant information on a topic. If three or more Commission members attend a site visit, it shall be a public meeting, subject to the requirements of RSA-91-A.
- G. The Commission may suspend any of its rules during a meeting by majority vote.

## **Section VII: Recusal**

Any Commission member who has a personal or pecuniary interest that differs from that of other citizens in any matter before the Commission shall recuse themselves from voting or speaking on said matter. The member shall notify the Chair as soon as possible so that an alternate may be identified to fill the recused member's position. Either the Chair or the member should announce the recusal before the discussion begins. The recused member should physically separate themselves from the Commission, such as by sitting in the audience, during all deliberations on the matter. If a member is uncertain or doesn't believe cause for recusal exists, the commission shall make a determination by majority vote and if it finds cause exists, the member shall not participate in the matter further.

## **Section VIII: Order of Business**

The following meeting schedule is the standard format for a meeting. It may be adjusted by the Chair prior to, or during, a meeting. Other topics may be added. If any item on this list does not

apply to any meeting's agenda, it will not be listed for that meeting.

- a. Call to order
- b. Roll call (Regular and Alternate members)
- c. Approval of prior meeting minutes
- d. Public input
- e. Old Business
- f. New business
- g. Other business
- h. Adjournment

### **Section IX: Committees**

- A. The Chair may from time to time appoint subcommittees for any purpose deemed necessary. Each subcommittee shall report to the Commission at each meeting or at such other times as may be requested.
- B. Any such committees shall cease to exist when their final report is accepted by the Housing Commission.

### **Section X: Public Hearings**

From time to time the Housing Commission may at its discretion hold public hearings when it decides that such hearings will be in the public interest.

- A. Notice of such hearings shall be provided in accordance with applicable State statutes.
- B. A record shall be kept of those speaking before the Housing Commission at such hearings.
- C. The Chair shall call the hearings into session, at their discretion allow members and other officials speak on the topic, ask questions, and adjourn the hearing.

### **Section XI: Housing Commission Fund**

From time to time the Housing Commission may be appropriated funds or receive gifts of money or property to carry out its purpose. This fund stays separate from all other City funds. (Section 31.134, Ordinances)

- A. When the Commission Fund receives appropriated money, gifts of money, or gifts of land, the Commission will elect a Treasurer to manage the funds and/or gifts.

### **Section XII: Amendments**

- A. The Housing Commission may suspend any of these rules by a four-fifths vote of the voting members present.
- B. These Bylaws may be amended at any regular or special meeting by a four-fifths vote of the voting members present. The amended Bylaws shall be filed with the City Clerk.